

8 October 1980

MEMORANDUM FOR: [REDACTED]
Record Systems Branch, RMD/OIS

FROM: [REDACTED]
Chief, Classification Review Division

SUBJECT: CRD Contribution to Agency Annual Report
to the ISOO

STATINTL

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Attached is SF 311 with the statistical information required from CRD noted in Section 2C. Also attached is a double spaced draft of our input to your responses to Section 4a, 4b, and 4e.

If we can be of further assistance, please let us know.

[REDACTED]
Chief, Classification Review Division

STATINTL

Attachments:

1. SF 311
2. Draft Narrative

Distribution:

- Orig - RMD/RSB, w/atts.
- 1 - File (Liaison w/ISOO), w/atts.
- 1 - File (MBO & Planning File), w/atts.
- 1 - Chrono, w/o atts.

AGENCY INFORMATION SECURITY PROGRAM DATA				PERIOD COVERED FROM _____ TO _____		INTERAGENCY REPORT CONTROL NUMBER 0230-GSA-SA	
DEPARTMENT OR AGENCY _____ STAFF OFFICE _____				CONTACT FOR ADDITIONAL INFORMATION (NAME) _____ TELEPHONE NO. : _____			

1. CLASSIFICATION				
ITEM	TOP SECRET (a)	SECRET (b)	CONFIDENTIAL (c)	TOTAL
a. Number of original classification authorities				
b. Document Classification Decisions	ORIGINAL		DERIVATIVE	
	0 - 6 YEARS (a)	OVER 6 - UP TO 20 (b)	(c)	
	Top Secret			
	Secret			
Confidential				

2. DECLASSIFICATION												
ITEM	CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION							CASES FOR WHICH AGENCY IS NOT RESPONSIBLE FOR FINAL DECISION			TOTAL PAGES REVIEWED (ESTIMATE)	
	CASES CARRIED OVER FROM PREVIOUS PERIOD	NEW CASES RECEIVED	DECISION TO DECLASSIFY			CASES REQUIRING OVER 60 DAYS FOR ACTION	CASES REQUIRING OVER 30 DAYS FOR ACTION	CASES CARRIED OVER TO NEXT PERIOD	FORWARDED TO ANOTHER AGENCY FOR FINAL ACTION	RECEIVED FROM ANOTHER AGENCY FOR OPINION ONLY		RETURNED TO REQUESTOR FOR ADDITIONAL DESCRIPTION
			GRANTED IN FULL	GRANTED IN PART	DENIED							
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
a. MANDATORY REVIEW REQUESTS												
b. MANDATORY REVIEW APPEALS												

SYSTEMATIC REVIEW FOR DECLASSIFICATION		
c. Reviewed (a)	Declassified (b)	Extended Beyond 20 Years (c)
1,748,841 pages	379,577 pages	1,369,264 pages

3. MONITORING AND SAFEGUARDING						
a. NUMBER OF FORMAL INSPECTIONS, SURVEYS, OR PROGRAM REVIEWS CONDUCTED	b. INSTANCES OF INFRACTIONS DETECTED INVOLVING:					
	(1) ACCESS	(2) MARKING	(3) TRANSMISSION	(4) STORAGE	(5) DESTRUCTION	(6) REPRODUCTION
	c. NUMBER OF TOP SECRET DOCUMENTS IN INVENTORY:					

4. NARRATIVE REPORT (Comment on each of the items listed below on a continuation sheet. Attach exhibits when required. Address all items. Make answers as complete as possible.)

- a. DECLASSIFICATION. Describe actions to declassify information under the systematic review procedures of the Order. Include discussion of problem areas and give estimated date for transition to systematic review of material as it reaches its 20th anniversary of origin.
- b. TRAINING. Describe all major actions relating to information security education and training, including special efforts toward limiting the amount, level, and duration of classified material generated, and increasing public access to information declassified.
- c. SAFEGUARDS. Describe actions to enhance safeguards, to include control of reproduction, reduction of classified holdings, and improved methods of destruction.
- d. BALANCING TEST. Describe extent of use of the balancing test (E.O. 12065, Section 3-303) and impact on agency mission.
- e. PROGRAM MANAGEMENT. Describe major problems encountered in implementing E.O. 12065 and ISOO directives.

INSTRUCTIONS FOR COMPLETING AGENCY INFORMATION SECURITY PROGRAM DATA REPORT (SF 311)

I. GENERAL INSTRUCTIONS.

- A. Applicability. Typewritten reports (1 original and 1 copy) are required from each department, agency or analogous organizational entity that creates, handles and/or stores national security information (as defined in E.O. 12065). Reports of component activities will be consolidated. Submit to Information Security Oversight Office (ISOO).
- B. Classification. This form must not contain any national security information. Any such information should be submitted to the Director, ISOO, by separate letter.
- C. Frequency and Due Date. Annually, on a fiscal year basis. Due at the ISOO no later than October 31.

II. PROCEDURAL INSTRUCTIONS.

- Item 1 a. Enter in appropriate columns the number of Top Secret, Secret and Confidential original classifiers authorized as of the end of the reporting period. Make entry - only for the highest level authorized; i.e., entries for individuals with Top Secret authority shall be shown only under column (a) and not under columns (b) and (c). The same applies to those with Secret classification authority.
- Item 1 b. Enter in columns (a) and (b) an actual count of originally classified documents generated during the reporting period by level and duration of classification. In column (c) enter an actual count of documents classified on a derivative basis. Do not include reproduced copies of documents. Agencies that generate a high volume of derivatively classified documents may request authorization from the Director, ISOO, to develop sampling methods in lieu of an actual count. The request must be in writing and must include: (1) a statement as to the reasons for the request, and (2) an explanation of the sampling methods proposed. Agencies must inform the ISOO, in writing, of any revisions to the approved sampling method.
- Item 2 a. Enter in the appropriate columns mandatory declassification review requests carried over from the previous reporting period, new ones received, and action taken on them. A case recorded under the heading "Cases for which Agency is Not Responsible for Final Decision" (columns (i) and (j)) must not be duplicated under the heading "Cases for which Agency is Responsible for Final Decision" (columns (a) through (h)); i.e., the data under these two headings are mutually exclusive.
- Item 2 b. The same instructions given for completing Item 2 a. above apply to Item 2 b., except that the information recorded in these columns refers to mandatory review appeals.
- Item 2 c. Enter in the appropriate columns actions taken as a result of systematic review for declassification of U.S. originated, permanently valuable documents in the custody of the reporting activity. Report actions by number of pages.
- Item 3 a. For the purpose of this report, an inspection, survey, or program review includes any formal independent evaluation conducted within an agency of any aspect of the information security program established by E.O. 12065, to include policy, procedures, and operations.
- Item 3 b. Enter in the appropriate block the total number of infractions detected during inspections conducted under 3 a. above.
- Item 3 c. Enter the actual number of Top Secret documents recorded as of the last annual inventory.
- Item 4. The "narrative report" section is designed to register descriptions of major accomplishments and problems detected during the reporting period. Detailed narrative reporting is mandatory.

4a. A separate division (the Classification Review Division) has been established, the primary mission of which is the systematic review of Agency permanent records over 20 years old. It is composed of officers from throughout the Agency, whose background and experience qualify them to make the necessary classification judgments. Coordination with originating or responsible components, however, is available on those infrequent occasions when it is necessary. Over the past year CRD has increased production by the addition of as many reviewing officers as budget and office space permit. The productivity of these officers has also been upgraded through increased clerical support and refinement of a number of internal procedures. CRD has negotiated with other agencies the review procedures for two groups of interdepartmental records and will use these procedures as a basis for further agreements on review of other interagency material. Also, CRD is exploring methods of reviewing a large body of records stored in non-paper form (film, microforms, ADP media, etc). Problem areas continue to be (1) shortage of personnel, (2) lack of adequate office space and other resources for the expansion of the staff, and (3) limited storage space in which to keep a backlog of work readily at hand. Nevertheless, we consider somewhat conservative the earlier estimate that we will be able to complete only 22% of the material necessary to make the transition to 20-year review by 1988. Experience and innovation have increased CRD's productivity enough that completion of 30% would now seem more likely. Efforts continue in this regard in an attempt to complete the transition in compliance with the Executive Order.

4b. CRD considers continued training an important part of proper records handling and classification judgment. During FY 1980 review officers, clericals, and managers spent an average of one week each in courses, the content of which focused

on trends in international relations, developments in the public release of information, and management of permanent records. In addition, selected members of CRD attended 3 professional conferences and 3 specialized internal symposiums. In FY 1981 CRD personnel are scheduled for approximately 2 weeks training each, continuing to focus on those areas mentioned above. The National Archives and Records Service (NARS) has already accessioned some Agency records, and others are under consideration. NARS has also been given a printout from CRD's ADP system indicating the review decisions on a record group of finished intelligence, most of which was declassified. This will enable NARS to take the indicated action on its own copies, thus making the information available to the public. In addition, we have scheduled teams of review officers to visit NARS and the Washington National Records Center one day each week to review material of CIA interest found in records of other agencies. Most of this material is declassified and, therefore, becomes available to the public.

4e. Our most significant problem with implementation of EO 12065 continues to be the potential damage to the national security posed by the declassification of intelligence records, many of which by themselves may seem harmless but when considered in the aggregate could cause significant harm. Equally significant are the staffing and logistical problems mentioned in paragraph 4a above. Further, the review of the Agency's non-paper holdings will be slow at best; merely surveying these holdings and determining how they are to be reviewed will probably take the better part of FY 1981. Finally, the evolving mechanism for review of interdepartmental material may require some adjustment.